

RECORDS MANAGEMENT TRAINING PROGRAM

STATINTL

THE SIXTH MEETING'S discussion was devoted primarily to the preservation of necessary records - why and how - in the Agency.

[ ] defined Vital Materials as being those specific records which would be absolutely essential to reestablish the Agency and which, therefore, must be preserved. He pointed out the necessity on the part of management to provide a continuous program for preserving these records, especially in such unsettled times as we are living today.

STATINTL

The procedure for depositing Vital Materials, [ ] explained, falls into the five progressive steps of:

selection    transferring    coding    maintenance    accounting

STATINTL

[ ] continuing with the discussion of vital materials, described what actually happens to the records after they are sent to a repository. He explained - (1) how an adequate amount of safe, secure storage has been provided; (2) how the materials are processed for storage; and (3) how the planning has included the providing of service in case of disaster.

STATINTL

[ ] spoke on the making of a disposition plan, and showed how such a plan involves the preparation of records control schedules and records disposal schedules. He pointed out the necessity of a disposition plan in controlling the orderly retirement, disposal, and preservation of Agency records. He also outlined the details of obtaining authority from the National Archives and the Congress to destroy records as they outlive their usefulness.

The concluding part of the program consisted of a Department of the Army film. The film showed a records program - especially the disposition phase - in action in the Army.

IN TODAY'S MEETING the discussion will continue to be keyed toward the practical application of a records management program in the Agency.

8 May 1953

MORI/CDH

STATINTL

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IN THE SEVENTH MEETING the discussion continued to amplify the assistance that is available to the operating people through a records management program.

STATINTL

[ ] explained that microfilming is a modern technique which, if judiciously applied, can contribute materially to the success of a records management program. However, he warned that its effectiveness must not be overemphasized. Although space is released by the filming of records, microfilming is an expensive process and this cost factor must be carefully weighed. [ ] pointed out that extreme care should be taken in evaluating all proposed filming projects in order to avoid high cost projects and indiscriminate microfilming.

STATINTL

[ ] told of the current plans for constructing and operating a records center in the Agency. He graphically illustrated his discussion with photographs of the records centers of Atomic Energy Commission and the Department of the Navy. In the views, he called attention to pertinent features of good, safe storage and of fast service. Each of these areas,

[ ] explained, is being given special consideration in the proposed Agency center.

STATINTL

[ ] explained the significant part played by the management of reports in an overall records management program. The coordinated control of reports, he stated, will result in fewer and better reports and at less cost to the Agency. He stressed the fact that reports should be analyzed from two viewpoints - using the information and preparing the report.

[ ] further pointed out that the success of a reports management program depends not only on the need for such a program but also on the desire of Agency personnel for the services it can render.

STATINTL

Mr. Peel emphasized the importance of a records management program to the Agency from the standpoint of money saved. In addition to the savings in actual dollars and cents, he stressed that such a program leads to greater efficiency of operations. Records are merely tools of management. But to be of any value, a tool must be used, it must be an aid to doing something better, and it must justify its expense. We should, therefore, Mr. Peel continued, critically examine all our "record" tools and streamline our operations according to the findings.

TODAY, in concluding this series of meetings, attention will be focused on your tasks as area records officers.

11 May 1953